



STATEWIDE PROMOTIONAL EXAMINATION

CLAIMS EXAMINER

ANNUAL \$44,038
SALARY: \$57,588

SALARY
GROUP: CL 16

APPLICATION CLOSING
DATE: MARCH 14, 2014

EXAM
NO: 140260SPDM

PURPOSE OF CLASS: In Department of Social Services, Offices of Policy and Management, State Comptroller, Treasurer and University of Connecticut this class is accountable for independently performing a full range of tasks in the examination of claims and supporting documentation for validity, legality and subsequent approval for payment.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **MARCH 14, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Four years of experience in financial record keeping, accounting, purchasing, or claims processing.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of relevant state laws and regulations; knowledge of recordkeeping procedures; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to read, understand and apply laws and regulations; ability to examine and analyze claims. OFFICE OF THE TREASURER: knowledge of medical terminology; some knowledge of human anatomy.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: MONDAY, MAY 5, 2014
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by March 14, 2014. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.